

TOWN OF TECUMSEH BUSINESS IMPROVEMENT AREA (TOTBIA)

BOARD OF MANAGEMENT REGULAR MEETING

Wednesday, April 17, 2019 at the hour of 6:00 PM held at

1189 Lacasse Blvd., Tecumseh, ON | Lacasse Conference Room | Phone: 519-735-3795

A G E N D A

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **DISCLOSURE OF PECUNIARY INTEREST**
4. **DELEGATIONS** (15-20 minutes)
5. **EXECUTIVE BOARD NOMINATIONS**
6. **COMMUNICATIONS** (5 minutes)
 - 6.1. Board of Management Minutes: March 13, 2019
7. **REPORTS** (5-10 minutes for each report)
 - 7.1. Chair
 - 7.2. Treasurer's Report - Month End Financial Report
 - 7.3. Coordinator Report
 - 7.4. Council Report
 - 7.5. Committee Reports
8. **UNFINISHED BUSINESS** (5 minutes for each item)
 - 8.1. Memorandum of Understanding
 - 8.2. BIA Office Relocation
 - 8.3. Membership Notice
 - 8.4. Bookkeeping Quotes
 - 8.5. Bike Racks –
 - 8.6. Corporate Credit Card
 - 8.7. Way Finding Signage
9. **NEW BUSINESS** (5 minutes for each item)
10. **IN CAMERA SESSION**
11. **NEXT MEETING**
 - 11.1. Regular BIA Board Meeting: May 8, 2019 at 6:00 PM
12. **ADJOURNMENT**

Board Members:

Candice Dennis, Chair
Paul Bistany, Treasurer
Linda Proctor, Director
Jules Champoux, Director
Joseph Fratangeli, Director
Elisa Braccio, Director
Michael Kennedy, Director
Scott Harris, Director
Brian Houston, Director
Shane Meloche, Director
Andrew Dowie, Councillor
BIA Staff – Paula Rorai, Minute Taker



TECUMSEH TOWN
Life in motion!

A Regular General Meeting of the Town of Tecumseh BIA (TOTBIA) Members held as of Wednesday, *April 17, 2019* at 1189 Lacasse Blvd., Tecumseh, ON, at the hour of 6:00 PM.

(TOTBBM-1-4)
CALL TO ORDER

The meeting was called to order at 6:10 p.m. by Candice Dennis, Chair

(TOTBBM –2-4)
ROLL CALL

Chair	Candice Dennis
Treasurer	Paul Bistany
Director	Linda Proctor
Director	Scott Harris
Director	Michael Kennedy
Director	Joseph Fratangeli
Director	Elisa Braccio
Director	Brian Houston

Regrets:	Director	Jules Champoux
	Councilor	Andrew Dowie
	Director	Shane Meloche
Minute Taker:	Coordinator	Paula Rorai

(TOTBBM – 3-4)

DISCLOSURE OF PECUNIARY INTEREST - Joseph Fratangeli declared pecuniary interest regarding voting on the empty unit at 12317 Lesperance Rd in Lesperance Square that is being consider for the BIA Office Relocation.

(TOTBBM – 4-4)

DELEGATIONS – No delegations at this meeting.

(TOTBBM – 5-4)

EXECUTIVE BOARD NOMINATIONS

C. Dennis hands over the meeting to the Coordinator to conduct the nominations of Chair, Vice Chair and Treasurer for the remainder of 2019

5.1. Chair Nomination

Coordinator P. Rorai asks all Directors to state name, place of business and a short description of themselves.

P. Rorai states Nominations are now open for the position of Chair.

P. Rorai hears a nomination and restates the nomination for Chair.

Candice Dennis is nominated for the position of Chair.

P. Rorai asks C. Dennis if she will accept the position. Candice Dennis accepts the nomination for Chair with the understanding that at the end of December 2019 the Board opens the floor for nominations of Chair as well as the other Executive positions for 2019. There are no other nominations for Chair.

Motion: (BBM-20/19) Moved by: L. Proctor
Second by: P. Bistany

THAT Candice Dennis be appointed as Chair of the BIA Board of Management until December 31, 2019.

CARRIED.

5.2. Vice Chair Nomination

P. Rorai states Nominations are now open for the position of Vice Chair.

P. Rorai hears a nomination and restates the nomination for Vice Chair.

Joe Fratangeli is nominated for the position of Vice Chair.

P. Rorai asks if he accept the position. Joe Fratangeli accepts the nomination for Vice Chair with the understanding that at the end of December 2019 the Board opens the floor for nominations of Vice Chair as well as the other Executive positions for 2019. There are no other nominations for Vice Chair.

Motion: (BBM-21/19) Moved by: C. Dennis
Second by: E. Braccio

THAT Joseph Fratangeli be appointed as Vice Chair of the BIA Board of Management until December 31, 2019.
CARRIED.

APPROVED.

5.3. Treasurer Nomination

P. Rorai states Nominations are now open for the position of Treasurer.

P. Rorai hears a nomination and restates the nomination for Treasurer.

Paul Bistany is nominated for the position of Treasurer.

P. Rorai asks if he accept the position. Paul Bistany accepts the nomination for Treasure with the understanding that at the end of December 2019 the Board opens the floor for nominations of Treasurer as well as the other Executive positions for 2019. There are no other nominations for Treasurer.

Motion: (BBM-22/19) Moved by: M. Kennedy
Second by: J. Fratangeli

THAT Paul Bistany be appointed as Treasure of the BIA Board of Management until December 31, 2019.
CARRIED.

APPROVED.

The nominated Chair takes over the Board of Management meeting as of 6:12 p.m.

(TOTBBM – 6-4)

COMMUNICATIONS

6.1 TOTBIA Board of Management Meeting Minutes

Motion: (BBM-23/19) Moved by: J. Fratangeli
Second by: B. Houston

THAT the minutes of the Town of Tecumseh TOTBIA Regular Board of Management Meeting held on March 4, 2019 be approved as distributed.

APPROVED.

CARRIED.

Motion: (BBM-24/19) Moved by: P. Bistany
Second by: L. Proctor

THAT the minutes of the Town of Tecumseh TOTBIA Special Board of Management Meeting held on March 13, 2019 be approved as distributed.

APPROVED.

CARRIED.

6.2 LETTERS FROM –

Thank you and appreciation letter from Colleen Turnbull, Area Manager Windsor/Essex County, Weight Watchers – TOTBIA donated \$50 Tecumseh Dollars for their April 1, 2019 Celebration of Success door prizes.

(TOTBBM – 7-4)

REPORTS

7.1 CHAIR REPORT – None at this time.

7.2 TREASURER REPORT: P. Bistany reports on the following month end financials:

Treasurer's Report for the period ending:

March 31, 2019

Tecumseh BIA		
2019 Month End Financials		
Treasurer's Report for the period ending:		
		March 31, 2019
BIA Operating Account (8111130)	Bank Balance stands at:	\$ 49,112.21
Outstanding Payables	see detail page	\$ 9,812.82
BIA Ledger Balance stands at:		\$ 39,299.39
BIA Reserve Account -	Balance last month	\$ 34,301.90
	Interest	\$ 87.39
	Transfer from Operating (see NOTE)	
		\$ 34,389.29
BIA Petty Cash	stands at:	\$ 203.98
Total BIA Current Assets :		\$ 73,892.66
Tecumseh Dollars	Current Outstanding	\$ 13,000.00
BIA Liabilities and Equity :	from Sage 50 report	\$ 77,643.05
Total BIA Liabilities and Equity :	December 31, 2018	\$ 90,643.05
Year To Date Levy Tax Requisition: 2019	1st Quarter @ March 31	\$ 27,250.00
	2nd Quarter @ June 30	\$ -
	3rd Quarter @ September 30	\$ -
	4th Quarter @ December 31	\$ -
Total Levy received to Date:		\$ 27,250.00

Tecumseh Business Improvement Area**BIA Operating Account - # 8111130****31-Mar-19****Outstanding Payments**

28-Feb-19	Flowers by Phil	arrangement - Late Mrs. Turner	75.00
29-Mar-19	Town of Tecumseh	2 bike repair stations	7,872.33
29-Mar-19	Lacasse SPG	Banner contest pamphlets - Qty 200	276.85
29-Mar-19	Town of Tecumseh	Rec Services - Summer Activities Guide	226.00
29-Mar-19	Shoreline	banner contest ad	265.80
28-Mar-19	Paula Rorai	PPE 2019/03/23	1,096.84
			\$ 9,812.82

Outstanding Receivables**\$ -****Current Ledger for Operating Account**

(Invoices paid in this month)

Date	Reference	Detail	DR	CR
4-Mar-19	Greenerbins Composting Company	TNM - EFT		80.00
6-Mar-19	Mamo Burger	Tecumseh Dollars	130.00	
4-Mar-19	Cogeco phones (on-line payment)		90.28	
11-Mar-19	Receiver General (on-line payment)	2019 February	861.50	
4-Mar-19	Monarch Basic	office supplies	274.63	
14-Mar-19	Paula Rorai	PPE 2019/2/23	1,096.84	
14-Mar-19	Anne Rigo	PPE 2019/2/23	503.67	
15-Mar-19	Kelcom	copier maint	64.39	
29-Mar-19	Town of Tecumseh	2 bike repair stations	7,872.33	
15-Mar-19	Town of Tecumseh	cell phone	45.00	
12-Mar-19	Kanwal Tauseef	NM EFT -		125.00
13-Mar-19	Kanwal Tauseef	NM EFT - refund - changed their minds - not participat	125.00	
13-Mar-19	Kanwal Tauseef	NM EFT - refund - service charge	1.50	
13-Mar-19	Ani & Fabi	NM EFT		80.00
19-Mar-19	Deposit	NM - assorted vendors - chqs		310.00
29-Mar-19	Lacasse SPG	Banner contest pamphlets - Qty 200	276.85	
29-Mar-19	Town of Tecumseh	Rec Services - Summer Activities Guide - ad	226.00	
29-Mar-19	Shoreline	banner contest ad	265.80	
28-Mar-19	Paula Rorai	PPE 2019/03/23	1,096.84	
28-Mar-19	Anne Rigo	PPE 2019/03/23	607.27	
29-Mar-19	Town of Tecumseh	1st Q Levy EFT 00251-0002 V#79		27,250.00
31-Mar-19	INTEREST			65.94

Current Ledger for Petty Cash

2019-03-11	Shoppers	Tecumseh Dollars	60.00
2019-03-11	Michigan Diner	Tecumseh Dollars	25.00
2019-03-19	Shoppers	coffee cream	2.50

Motion: (BBM-25/19)

Moved by: B. Houston

Second by: S. Harris

THAT the Month End Treasurer's Report as of March 31, 2019 be accepted and approved as distributed and filed for audit.
CARRIED.

APPROVED.

Discussion on the outstanding Tecumseh Dollars amount was reiterated and confirmed that the current Tecumseh Dollar Program will be discounted as of December 31, 2019 and a new design, program, name will go into effect as of January 1, 2020. Reasonable notice will be given to the public that current Tecumseh Dollars that do not have a one-year expiry date will have until December 31, 2019 to use and Members to be reimbursed.

7.3 COORDINATOR REPORT – P. Rorai reports

7.3.1 Membership Statistics –

- New businesses in the BIA area:
- Members closed/moved/new owners/names: none currently.
- Total Number of Members currently open/established for business in the Tecumseh BIA:
 - Open – 399
 - Empty Units/Bldgs./Lots – 60
 - Property Owners – 138
 - Grand Total - 597

7.3.2 Welcome Wagon – P. Rorai – differed to next meeting.

7.3.3 Home-Base Business Report – All home-based businesses should be forwarded to Town Hall to confirm proper zoning designation.

7.4 COUNCIL REPORT – B. Houston reports on some of the items from the

March 26, 2019 meeting:

- Reduce bottled water usage and promote the use of municipal water. Quinte West is intending to encourage its residents to reduce purchase of single use plastics and encourages others to do the same.
- Administration recommends acceptance of the resignation of Robert James Mackie from the Committee of Adjustment and Property Standards Committee, that Chris Carpenter be appointed to the Committee of Adjustment and Tony Muscedere be appointed to the Property Standards Committee, in his place; that Shane Meloche be appointed to the vacant Director position on the Business Improvement Area (BIA) Board of Management; and that the resignation of Suzanne Beneteau from the Heritage Committee, be accepted.
- Administration recommends that new land use planning concepts surrounding the 21.6 hectare property situated at the north-east corner of the 8th Concession/North Talbot Road intersection (Del Duca lands) and in relation to the associated Ontario Municipal Board decision (Case NO. PL 160967) dated January 17, 2018, be considered for an April 2019 public meeting timeframe:
 - 7.1..1** Approximately 20.5 hectares (50.6 acres) of land identified for residential uses offering a range of housing types, including single unit dwellings, semi-detached and multi-unit dwellings and retirement homes.
 - 7.1..2** An approximate 0.75 hectare (1.85 acre) commercial parcel situated at the northeast corner of the 8th Concession Road/North Talbot Road intersection. This parcel could accommodate commercial uses in a building having a footprint of approximately 1,200 square meters (13,000 square feet), with associated on-site parking. The types of uses to be permitted include retail, eating establishments, financial institutions, day nursery, adult day care centre, general and professional offices, personal service shop and accessory uses.

April 9, 2019 meeting:

- Ministry of Municipal Affairs and Housing Letter dated March 20, 2019. Re: 2018-2019 Fiscal support for small and rural municipalities. Minister Steve Clark advises that the Town of Tecumseh receive a one-time payment of \$620,201.
- Administration recommends that MADD be permitted to install Program signs at the entrances to the Town of Tecumseh (Town) from Windsor on Tecumseh Road and Riverside Drive, as well as the entrance and exits of the Town on County Road 22, along with County Road 11 and County Road 19, subject to the approval of the County of Essex; And further that MADD Windsor & Essex County be granted licensing privileges under the Use of Official Mark Policy 51 to permit the use of the Town's Official Mark on their Program signs, and further that the Mayor and Clerk be authorized to execute a Trademark Agreement with MADD Windsor and Essex County to permit the Town's Official Mark on the Program signs. MADD is requesting to install ten (10) signs in the Town of Tecumseh.
- Administration recommends that Report CS-2019-09 regarding the Fluoridation of Water, be received and that the draft By-law authorizing fluoridation of drinking water, in accordance with the Fluoridation Act, R.S.O. 1990 c.F.22, be considered.
- Administration recommends the signing of a partnership agreements with Wounded Warriors Canada for the purpose of formalizing support for their mission and services, making use of the mental health programs provided, and identify potential fundraising opportunities to support their programming and services.
- B. Houston announces

- The new Chief Administrative Officer, Margaret Misk-Evans. The Coordinator asks if the Chair would send a welcome letter and invite to attend a Board meeting to the new CAO and to schedule a meeting.
- There will be a special Council meeting on April 23rd at 5:00 PM in chambers for an update on the Tecumseh Road streetscaping and a property protection open house meeting on April 24th at 6:00 PM at L'essor High School.

7.5 COMMITTEE REPORTS

7.5.1 Marketing Committee – Nothing at this time.

7.5.2 Membership Committee

7.5.2.1 Tecumseh Dollar Program – Nothing at this time.

7.5.2.2 Associated Membership – Nothing at this time.

7.5.3 Streetscaping Committee

7.5.3.1 Banner Contest – 15 banners will be installed this year; Award Ceremony is Friday, May 3, 2019 at 7:00 pm at Center Ice Room in the Arena. Council and Miss Tecumseh have been invited to help congratulate the students.

7.5.3.2 Bike Repair Stations – Waiting to hear from Parks & Rec when the two new repair stations will be installed and when to schedule a public announcement of the stations in each park.

7.5.3.3 Bike Racks – Classic Display sent pricing on bike racks that are on sale until mid-April. Several Members have asked for a bike rack to be installed in front of their business on municipal property. It was agreed to obtain quotes on single and multiple bike holder racks in large quantities, also to ask Parks & Rec and Public Works if there are any bike racks on order and ask the membership who would be interested in having a bike rack installed and asking the plaza members if they would like to purchase bike racks from the BIA.

7.5.3.4 CIP – Planning Director would like to schedule meetings with the Streetscaping Committee for ideas suggestions on any current projects i.e. bike racks as well as the BIA participations with the CIP.

7.5.4 Events Committee

7.5.4.1 Night Market – Currently there are 32 vendors who have committed to this year's events. There was a meeting with plaza restaurant owners, plaza owners and AGCO to discuss the option of apply for a Special Occasion Permit to fence in the event area to allow guests to purchase wine/beer at established alcohol licenses restaurants and walk around enclosed area for each night market. A Follow up meeting is needed with AGCO and the plaza management. Reserved Weekend with Suzie as the band for both events.

7.5.4.2 Fall into Health Day – Discussion from the Committee's survey results show that out of 60 surveys distributed to the health and wellness sector Members there were only 2 responses. Feedback is most Members are satisfied with their number of clients/customers and do not want to work let alone pay staff to work on a Sunday. There is a significant lack of participation from BIA Members, volunteers and sponsorships; although the public enjoys the event, the activities, and the park. It was agreed to postpone the event this year and ask the Committee to re-evaluate the purpose event and how best to promote the Members and the area.

Motion: (BBM-26/19)

Moved by: C. Dennis

Second by: L. Proctor

THAT the Fall into Health Day event for 2019 be cancelled and funds earmarked for the Fall into Health Day remain allocated for future BIA events.

CARRIED.

APPROVED.

7.5.4.3 BIA Christmas Party – Date is Saturday, November 23, 2019 at Beach Grove Golf & Country Club and 3 Members have already signed up to purchase tickets.

(TOTBBM – 8-4)

UNFINISHED BUSINESS

8.1 Memorandum of Understanding – differ to next meeting.

8.2 BIA Office Relocation – Board reviews current list of available empty units for consideration and will discuss further at the next board meeting.

8.3 Membership Notice – Nothing new at this time.

8.4 Bookkeeping Quotes – Board reviews the list and will defer at a later date.

- 8.5 Bike Racks & Repair Stations – Board recommends the Coordinator to send request to Members asking if interested in having a bike rack installed on municipal property by their store front. Private property owners if interested can purchase bike racks from the BIA and have them installed.
- 8.6 Corporate Credit Card – Board discusses the information required by WFCU to forward to the Finance Department.

Motion: (BBM-27/19) Moved by: J. Fratangeli
Second by: L. Proctor

THAT the request for a Tecumseh BIA Corporate Credit Card be in the Tecumseh BIA Coordinator's name, and provide the required contact information, designating a maximum card limit of \$5,000.00, which will expire on or before the end of the Coordinator's contract date and **THAT** this information is forwarded to the Town of Tecumseh for consideration to be the guarantee of said Corporate Card.

CARRIED.

APPROVED.

8.7 Way Finding Signage – differ to next meeting.

8.8 BIA Parkette Memorial Bench – It is recommended that the Coordinator contact Shoreline Tecumseh for a date and time to take pictures and write an article on the two volunteers.

(TOTBBM – 9-4)

NEW BUSINESS

9.1 Promotional Item – differ to next meeting.

9.2 Corn Festival Sponsorship – differ to next meeting.

(TOTBBM – 10-4)

IN CAMERA SESSION

B. Houston requests in camera session

Motion: (BBM-28/19) Moved by: B. Houston
Second by: L. Proctor

THAT as per section 239(2) of the Municipal act as it relates to personal matters about an identifiable individual, including municipal or local board employees, the regular BIA Board of Management meeting stops at 8:07 PM to go in to an in-camera session and only BIA Board of Management Directors remain in the room.

CARRIED.

APPROVED.

The Coordinator leaves the conference room.

Motion: (BBM-29/19) Moved by: B. Houston
Second by: L. Proctor

THAT the in-camera session ends, and the regular BIA Board of Management meeting resumes at 8:35 PM.

CARRIED.

APPROVED.

C. Dennis informs the Coordinator to re-enter the conference room.

(TOTBBM – 11-4)

NEXT MEETING

The TOTBIA Annual General Meeting is scheduled on **Wednesday, May 8, 2019 at 6:00 PM** in Lacasse Conference Room, 1189 Lacasse Blvd., Tecumseh, ON

(TOTBBM – 12-4)

ADJOURNMENT

Motion: (BBM- 30/19)

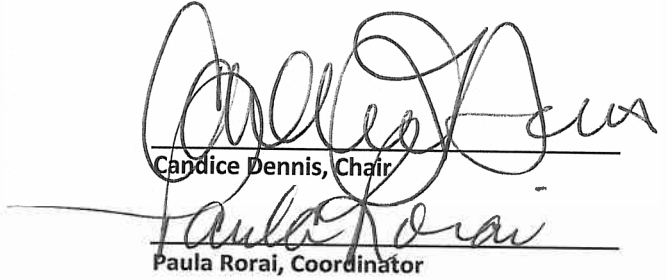
Moved by: M. Kennedy

Second by: J. Fratangeli

THAT there being no further business, the April 17, 2019 regular general meeting of the TOTBIA Board of Management be adjourned at 8:37 PM.

CARRIED.

APPROVED.



Candice Dennis, Chair

Paula Rorai, Coordinator